

GSO ASSISTANT POSITION DESCRIPTION

Shipping and Customs: Manages the GSO customs and shipping section. Supervises a Customs and Shipping supervisor and has oversight of four clerks. Responsible for supervising all aspects of Post's shipping and customs activities, including: facilitating delivery of incoming and outgoing shipments, shipment tracking, overseeing pack outs, and arranging customs clearances for all shipments.

Motor Pool: Manages the Motor Pool. Supervises a Motor Pool Supervisor and has oversight for the staff of approximately 18. Responsible for supervising all aspects of the Mission's Motor Pool services, vehicle maintenance, and vehicle safety and skill training.

General Management: Serves as a member of the management team and is given special projects as assigned. Serves as the primary logistics coordinator for VIP visits. Performs all administrative aspects of supervising own sections' personnel and facilities. May back up GSO colleagues in supervising other GSO sections.

Serves as the deputy in the section and may directly supervise any or all of the six major sub-units (Motor Pool, Customs and Shipping, Travel, Housing, Property/Warehouse, Procurement) during gaps of absences of the other GSOs. Other duties as assigned.